

**Increasing the Support Order:**

**Modification**

Once a support order is established there must be a change of circumstance shown, by either party, before the order can be changed.

If the custodial parent can show that the absent parent has increased ability to pay, such as a better job or other additional income, and if there is a significant increase in the needs of the child(ren), the Bureau will assist in preparation of a modification petition. The custodial parent must sign an affidavit and present evidentiary material to accompany the petition.

If the custodial parent has recently closed a public assistance case, this may qualify as a change of circumstance and, by law, may entitle the custodial parent to a new hearing.

**Collection and Enforcement of the Support Order**

The Child Support Enforcement Bureau monitors, collects, distributes and enforces child support payments. Enforcement becomes necessary if payments are not made regularly, are not in the correct amount, or if they are not made at all.

Collection and enforcement services include, but are not limited to:

- Keeping records of payments.
- Forwarding payments to the non-public assistance custodial parent.
- Regular billing of the absent parent.
- Notice to the absent parent if payments are missed.
- Deduction from the absent parent’s income. Such a deduction, generally from wages, is normally mandatory. This remedy is most effective if we know where the absent parent works; you can help by keeping us informed.
- Collection of delinquent payments from absent parent’s federal and state tax refunds.
- Money judgments can be entered establishing a lien on real and personal property owned by the absent parent.
- DMV driver’s license suspension program.
- Passport denial program.
- Professional and occupational license suspension programs.

**Your Responsibilities**

- You must appear in court when notified.
- You must keep us informed of any change in your address, the status of the child(ren) and/or the family composition.
- You must not accept payment directly from the other parent if the support order is to be paid through the Support Collection Unit; we cannot give credit to the absent parent for any payment made directly to you.
- If you are no longer interested in receiving child support, you must file a petition to vacate the support order.
- If the other parent moves to another jurisdiction, either your support order may be registered in the other jurisdiction, you may file a new Uniform Interstate Family Support Act (UIFSA) petition, or, if practical, the support order may be retained here and the absent parent notified to appear here.
- If you are a non-PA client and you want support to be paid directly to you, or if you no longer want the services of the Bureau you must notify the Bureau. Support for PA clients must be processed through the Bureau.

**HOW  
THE SUFFOLK COUNTY  
SOCIAL SERVICES  
CHILD SUPPORT  
ENFORCEMENT BUREAU  
CAN HELP YOU  
SUPPORT YOUR CHILDREN**

**STEVE LEVY  
SUFFOLK COUNTY EXECUTIVE**



**JANET DeMARZO  
COMMISSIONER  
DEPARTMENT OF SOCIAL  
SERVICES**

**CHILD SUPPORT  
ENFORCEMENT BUREAU  
1-888-208-4485**

**SUFFOLK SOCIAL SERVICES  
HOTLINE: (631) 854-9100**

**24 HOURS A DAY/7 DAYS A WEEK**

**24 HOUR CHILD SUPPORT  
INFORMATION LINE  
1-800-846-0773**

**Si desea una copia del siguiente  
documento en español, haga el favor del pedirlo**

**Revised January 2009  
GA 310**

**Child Support Enforcement Bureau**

The Suffolk County Department of Social Services Child Support Enforcement Bureau was established in 1975 under Title IV-D of the Social Security Act. Its primary purpose is to secure and enforce child support payments from absent parents and establish paternity when necessary. When the court orders that payments be made through the Support Collection Unit, the Bureau collects, accounts for and enforces support payments. These services are automatically provided to families receiving Public Assistance (PA), and upon application, the same services are available to non-PA families. Support enforcement can help the non-PA family remain financially independent and self-sufficient.

**Who Can Obtain These Services?**

Any custodial parent who needs help locating the absent parent, establishing paternity, establishing a support obligation, or collecting and enforcing support payments can apply for child support services. There are no income eligibility requirements, although there maybe a fee for a non-PA family if a field investigation and/or legal representation is required.

**Where to Apply**

Contact the Child Support Enforcement Bureau Intake Unit at P.O. Box 18030, Hauppauge, NY 11788, or 1-888-208-4485 between 8:00 AM and 7:00 PM, Monday through Friday, for information.

If you have a court order for child support, the Bureau will help you to enforce it.

If you do not have an order, the Bureau will assist you in preparing a petition, and will direct you to the appropriate office for filing the petition.

**What to Bring When Filing Petition**

Bring as much of the following information as possible:

- Name, address and phone number of the absent parent.
- Social security number and date of birth of the absent parent.
- Name, address and phone number of the current or last known employer of the absent parent.
- Information about absent parent’s income or assets - pay stubs, tax returns, bank accounts or property.
- Child’s birth certificate.
- Marriage certificate.
- Divorce/separation agreement.
- Child support order.

**Location Service:**

The social security number is the most important piece of information about the absent parent. It is used to find information about the absent parent’s whereabouts and his earnings. A social security number can be found on old pay stubs, bank records, tax returns, credit cards, medical records, military records, and other official documents. With the absent parent’s name and social security number, a search for an address can be made through the computer records of state and federal parent locator services. Even if you don’t have the social security number, an interview with you may provide information that will help locate the absent parent.

**Establishing Paternity**

If the child was born out of wedlock, **legal** paternity must be established before a support order can be issued. As of 1993 there are two (2) ways that this can be done for children born in New York State.

The first way is voluntary and does not require court action. Both mother and father can sign a notarized special acknowledgment of paternity. Both parties must be informed of their legal rights and responsibilities before they sign or the document may not be valid. The document must then be filed with the proper registrar of vital statistics.

The second way requires a petition to Family Court.

If the man admits he is the father, the judge or support magistrate immediately issues an Order of Filiation stating that the man is the father. The child’s birth certificate is changed to place the father’s name on it if necessary, and the child’s last name **MAY** be changed to the father’s last name **if both parents wish this done.** If the man denies that he is the father, a trial is held, evidence is given - one of several genetic marker tests may be used - and the judge makes the decision.

Once paternity is legally established, your child gains most of the legal rights and privileges that a child born within marriage has. Among them may be rights to inheritance, rights to the father’s medical and life insurance benefits, and to social security and possibly veterans’ benefits.

**Establishing the Support Order**

The Family Court establishes the support order after a petition is filed. Under the Child Support Standards Act of 1989 the Court is required to establish child support awards using specific formula to determine the amount of the award, unless the formula is shown to be unfair in a specific case. The Court will consider the income of both parties and take into account other factors such as child care and medical expenses.

Medical support must be included in the support order and will be requested in the petition.